



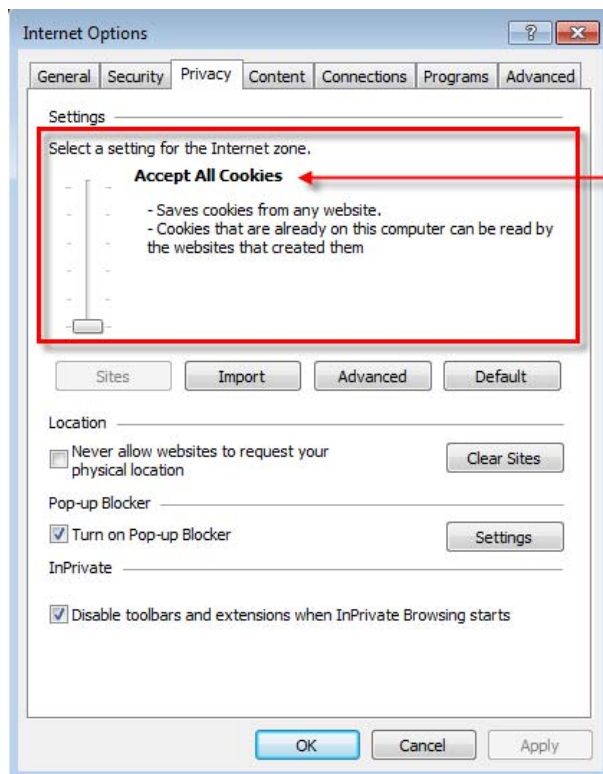
User Guide
Government of Western Australia
Edition

TABLE OF CONTENTS

GETTING STARTED	1
Buyers Guide	3
Media Snippets	4
CREATE A “CAREERS IN THE PUBLIC SECTOR” MODULE	6
Creating your own Artwork	6
CREATE A “STANDALONE” ADVERTISEMENT	11
Creating your own Artwork	11
USING THE ADVERTISING ORDER FORM	16
WHAT HAPPENS TO MY ADVERTISING ORDER NOW?	20
Approving Your Advertisement	21
ARCHIVED ADS	23
Viewing and Searching your Advertisements	23
Re-running an Archived Advertisement	24
NEED HELP?	25

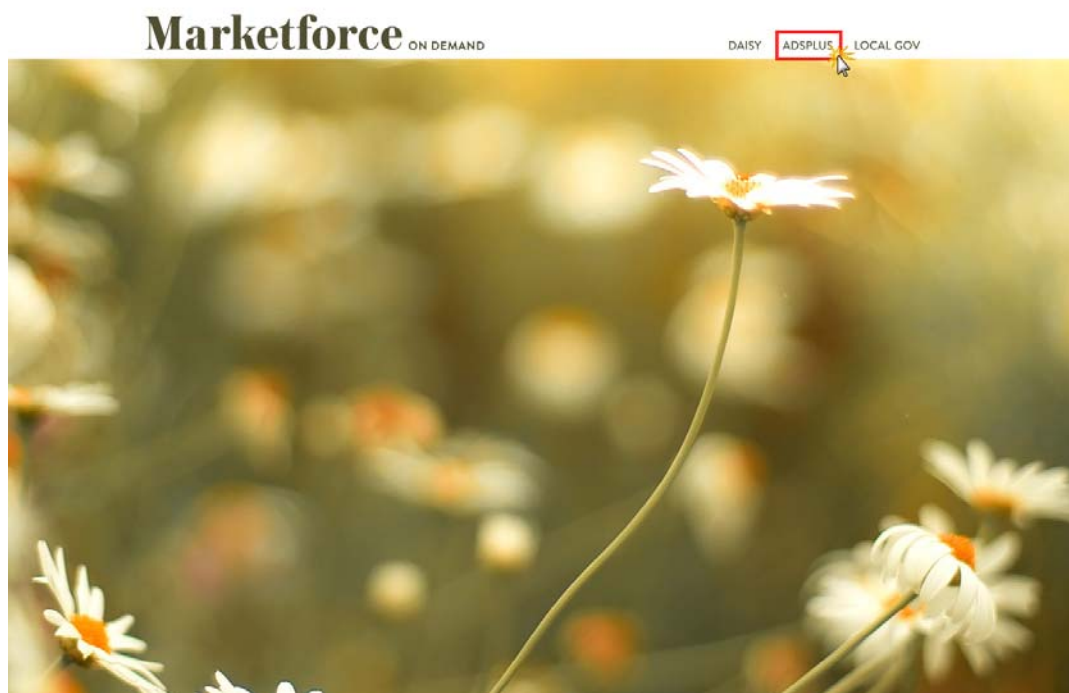
GETTING STARTED

1. Contact your Account Co-ordinator to obtain your ADSplus username and password.
2. You will need access to the internet and a web browser to use ADSplus.



Check your **Internet Options - Privacy**, is set to "Accept All Cookies" before proceeding any further.

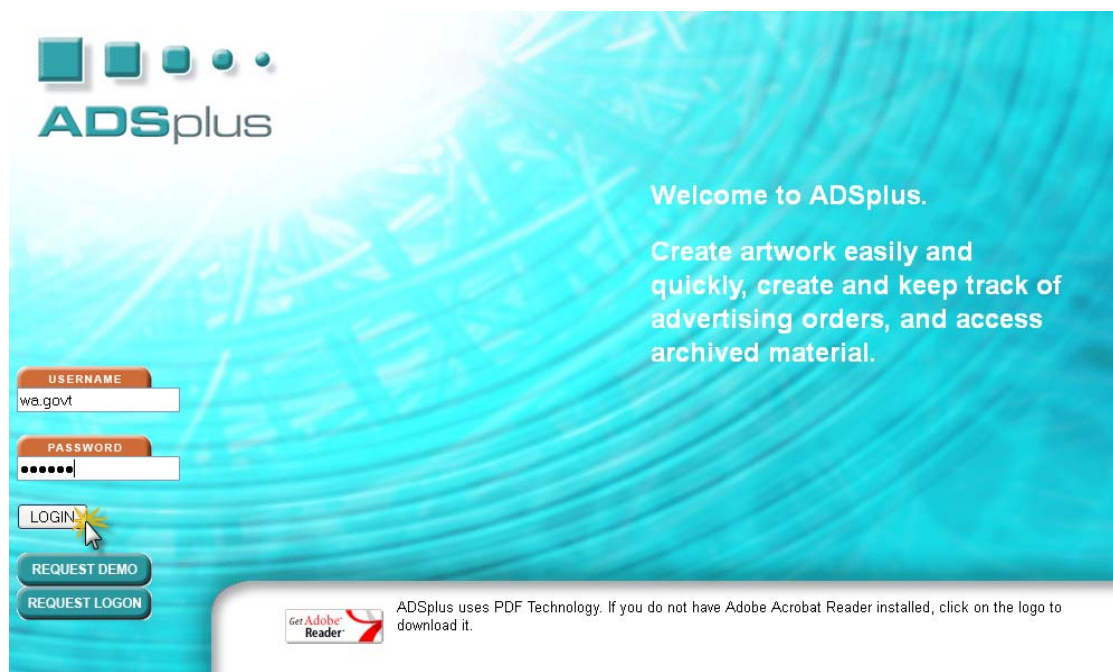
3. Your web browser Internet Options, Privacy setting must be set to "Accept All Cookies"
4. Go to the Marketforce homepage at www.mfexpress.com.au



5. Click on the ADSplus Icon and you will see this screen.



6. Click on the ADSplus icon and you will progress to the login page.



7. Enter in your username and password and click on **Login**. Please be aware your login details are case sensitive.

Once you have logged in successfully, you will see the **Welcome** screen as shown below:

The screenshot shows the ADSplus Welcome screen. At the top, there is a navigation bar with tabs: Welcome, Create artwork, Create order, Current orders, and Archived orders. Below this is a teal banner with the word 'Welcome' and a 'HELP' button with a question mark icon. To the right of the banner is a 'LOG OUT' button. On the left, there is a dropdown menu labeled 'Currently logged in as:' showing 'DEPARTMENT OF FISHERIES <<FISH>>'. Below this is a coat of arms. To the right of the coat of arms is a message: 'We want to hear from you! Your questions, comments and concerns are very important to us: [click here](#)'. Below the coat of arms are two buttons: 'BUYERS GUIDE' and 'MEDIA SNIPPETS'. Below these buttons are two links: 'Click to view Policies, Procedures, Rate Book, and other resources' and 'Click the Media Snippets button to view details on the latest media features.' Below these links is a section titled 'Media Online' with a list of links: 'ADSplus User Guide', 'Copywriting Tips', 'Latest News...', 'Marketforce exPress News', 'Media Booking & Material Deadlines', 'Media Profiles - Metropolitan WA', 'Media Profiles - Regional WA', 'Media Statistics', and 'Online Classifications'. On the right side of the screen is a large orange letter 'M'. At the bottom right, there are three numbered callouts: 1. 'Displays the client code you are currently logged in as. If your account has been set up in such a way to give you access to various codes / departments, you can switch between these codes by selecting from the drop down menu.' 2. 'Help function is available at any stage, on any screen throughout the ADSplus, should you require help at any stage.' 3. 'Menu bar allows you to build ads, submit normal copy, view work in progress, and view Archived Ads.'

Buyers Guide provides State Government users access to important information relating to the Non-Campaign MMA contract policies and guidelines.

To access, click on the **Buyers Guide** button on the Welcome Page.

The screenshot shows the ADSplus website interface. At the top, there's a navigation bar with tabs: 'Welcome', 'Create artwork', 'Create order', 'Current orders', and 'Archived orders'. Below this, a 'Welcome' banner includes a 'Currently logged in as:' dropdown menu showing 'DEPARTMENT OF FISHERIES <<FISH>>', a coat of arms, and a message: 'We want to hear from you! Your questions, comments and concerns are very important to us: [click here](#)'. Below the banner, there are two buttons: 'BUYERS GUIDE' and 'MEDIA SNIPPETS'. The 'MEDIA SNIPPETS' button is highlighted with a red box, and a red arrow points from it to a preview of the 'Buyers Guide' page. The 'Media Online' section on the left lists various links like 'ADSplus User Guide', 'Copywriting Tips', 'Latest News...', 'Marketforce exPress News', 'Media Booking & Material Deadlines', 'Media Profiles - Metropolitan WA', 'Media Profiles - Regional WA', 'Media Statistics', and 'Online Classifications'. The preview of the 'Buyers Guide' page shows a 'Welcome the Government of Western Australia Buyers Guide.' message, a 'View articles below:' section with links to 'Policy Guidelines' and 'Rate Book', and the 'GOVERNMENT OF WESTERN AUSTRALIA' logo.

Media Snippets provides you with detailed information on the latest media features.

To access, click on the **Media Snippets** button on the Welcome Page.

This screenshot shows the same ADSplus website interface as the previous one, but with the 'Media Snippets' button highlighted by a red box and a mouse cursor hovering over it. The 'BUYERS GUIDE' button is also visible. The 'Media Online' section on the left lists the same links as before. The 'Welcome' banner and navigation bar are also present.

The Media Snippets page will then open.

Media Snippets are divided into industry category. Click on the [More..] link to view information for the feature.



Media Snippets

Welcome to Media Snippets, our online catalogue of media features and news from around Australia and the world.

View feature information by industry category:

▼ Additions - view the latest

Sunday Times	Sunday Times CareerOne Features Calendar...
The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...
The West Australian	New Year, New Career...

[\[More..\]](#)

[\[More..\]](#)

[\[More..\]](#)

▼ Community Services

Sunday Times	Sunday Times CareerOne Features Calendar...
The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...

[\[More..\]](#)

[\[More..\]](#)

▼ Education & Training

The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...
-------------------------------	---

[\[More..\]](#)

▼ Healthcare

The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...
-------------------------------	---

[\[More..\]](#)

▼ Mining

Sunday Times	Sunday Times CareerOne Features Calendar...
--------------	---

[\[More..\]](#)

▼ Oil & Gas

Sunday Times	Sunday Times CareerOne Features Calendar...
The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...

[\[More..\]](#)

[\[More..\]](#)

▼ Public Sector

The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...
-------------------------------	---

[\[More..\]](#)

▼ Recruitment Consultancy

The West Australian Newspaper	2013 Employment Feature Calendar - The West Australian Newspaper...
-------------------------------	---

[\[More..\]](#)



CREATE A "CAREERS IN THE PUBLIC SECTOR" MODULE

You have two options for creating and sending your ad to Marketforce exPress:

Create Artwork	Allows you to create an advert using pre-built customised templates.
Create Order	Allows you to submit an advertising order form. Use this option if you: <ul style="list-style-type: none"> 8. Want to submit a lineage ad. 9. Have already created your own material and will attach it to the advertising order. 10. Have an advert that is not going in one of the pre-built template styles.

Creating your own Artwork

1. From the Welcome Screen, click on the **Create Artwork** button.

NOTE: If you have an advert that is not going in one of the pre-built template styles, you will need to choose the **Create order** button from the ADSplus Welcome page to have Marketforce exPress make the ad for you.

The screenshot shows the ADSplus Welcome screen. At the top, there is a navigation bar with buttons: 'Welcome', 'Create artwork' (highlighted with a red box), 'Create order', 'Current orders', and 'Archived orders'. Below the navigation bar, the user is logged in as 'DEPARTMENT OF FISHERIES <<FISH>>'. There is a logo for the Department of Fisheries and a message: 'We want to hear from you! Your questions, comments and concerns are very important to us: [click here](#)'. Below this, there are two buttons: 'BUYERS GUIDE' and 'MEDIA SNIPPETS'. The 'Media Online' section is expanded, showing a list of links and dates: 'ADSpplus User Guide', 'Copywriting Tips', 'Latest News...', 'Marketforce exPress News', 'Media Booking & Material Deadlines' (with sub-links for National, Western Australia, Victoria, New South Wales, Queensland, South Australia, and Northern Territory), 'Media Profiles - Metropolitan WA', 'Media Profiles - Regional WA', 'Media Statistics', and 'Online Classifications'. A large orange 'M' is visible on the right side of the page.

2. You will then be taken to the ADSplus Create Artwork page.



This page consists of the following options:

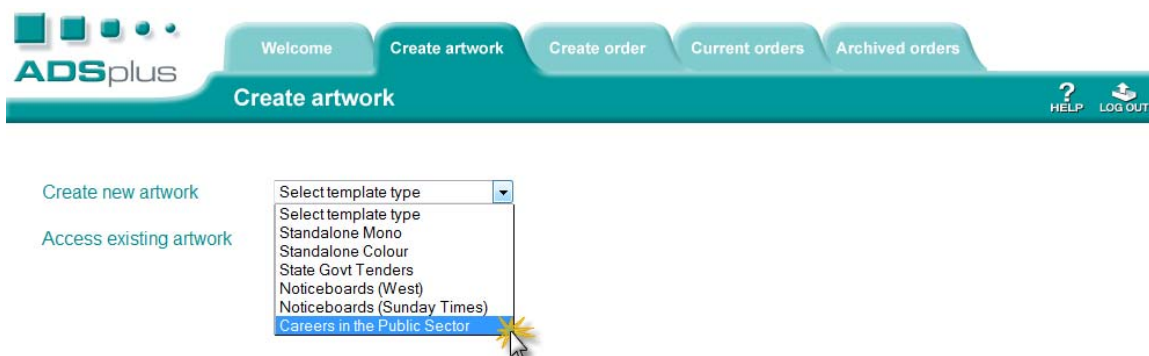
Create new artwork

Contains all of the pre-built templates that have been created to meet your organisations requirements.

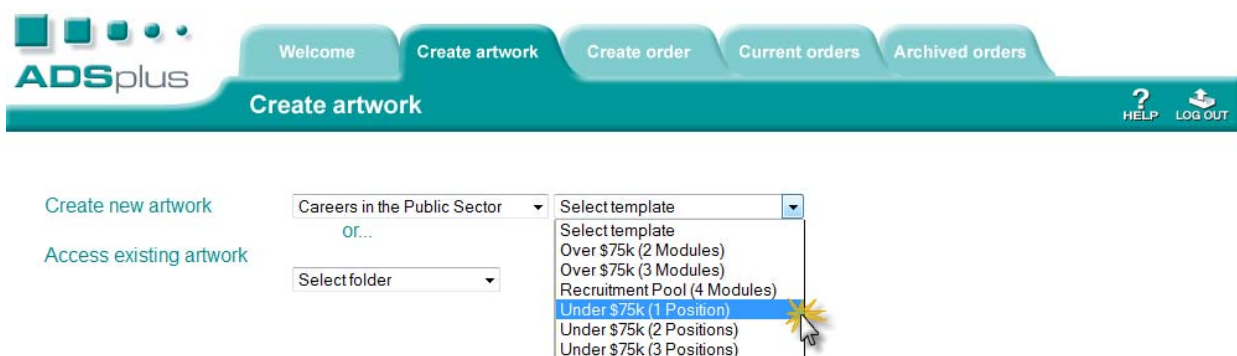
Access existing artwork

Folders that contain artwork (adverts) that you have already created. Artwork is created from templates. Select this option if you would like to continue working on / submit order for artwork you have already started.

3. New artwork is created from templates, so to create new artwork you will now need to select the **template type** you wish to use.



4. In the next drop down menu, you will then be given a choice of **templates** to choose from.



5. Once you have selected a **template**, a preview of that template will appear on your screen. At this stage, if can easily change your selection from the drop down menus until you are happy with the template type you have selected.

Careers in the Public Sector Under \$75k (1 Position) Create in

Department Name
Job Title
Position No: 12345
Level/Salary: xx \$xx,xxx - \$xx,xxx pa
Location: Location
Job Application Package: jobs.wa.gov.au or xxx-xxxx

or...

Select folder

- 
[Welcome](#)
[Create artwork](#)
[Create order](#)
[Current orders](#)
[Archived orders](#)
[? HELP](#)
[LOG OUT](#)

Careers in the Public Sector Under \$75k (1 Position) 2012-12-01 [NEXT](#)

<div> <div>Create in 2012-12-01</div> <div> </div> </div>	
<div>Department Name</div>	
<div>Job Title</div>	
<div>Position No: 12345</div>	
<div>Level/Salary: xx \$xx,xxx - \$xx,xxx pa</div>	
<div>Location: Location</div>	
<div>Job Application Package: jobs.wa.gov.au or xxxxx xxxxx.</div>	

or...

Select folder

- 8

Document Name: **comp_wa.govt on 13-02-14 at 20-9-29** 6cm x 2cm (HxW)

! Important ! Always rename your document from the default. We suggest using the Advertisement Title and perhaps and applicable reference number.

Preview of your advertisement so far.

Key in, or copy and paste your text from Notepad into the text editor.
Note: This template is Locked Down. Word restrictions

Use the **UPDATE** button to refresh the preview of your advertisement.

VIEW PDF **CHANGE SIZE** **UPDATE** **NEXT**

Use the **UPDATE** button to refresh the preview of your advertisement.

8. Once you have made all of your necessary text changes and are happy with your preview, click **Next**.

The screenshot shows the 'Create artwork' page in the ADSplus system. The top navigation bar includes 'Welcome', 'Create artwork' (active), 'Create order', 'Current orders', and 'Archived orders'. Below the navigation bar, there's a sub-header 'Create artwork' and a 'Manage your artwork. Select an action' prompt. On the left, a vertical list of buttons allows users to 'MODIFY ARTWORK', 'DELETE ARTWORK', 'CREATE ANOTHER VERSION', 'CREATE ORDER', 'ADD TO EXISTING ORDER', 'VIEW ORDER', and 'BACK TO CREATE ARTWORK'. The main content area displays a preview of a job advertisement for the 'Department of Fisheries' for a 'Translocation Officer'. The preview includes the position number '206.2069', the level and salary 'L4 \$67,933 - \$71,794 pa PSGOGA 2011', the location 'Perth', and the job application package 'jobs.wa.gov.au or (08) 9482 7342'.

Modify artwork	If you notice something you wish to change, use this to go back to the previous editing screen.
Delete artwork	If you no longer require the artwork at all, it can be deleted from the system.
Create another version	To copy all of the information you have inserted into another template, for example, a mono one.
Create order	To proceed to the submitting an order form for the artwork you have created.
Add to existing order	If you have previously submitted an order form, without any artwork attached, you can now add your artwork to a pre-existing order.
View order	To be taken to a list of your orders.
Back to create artwork	To return to the beginning of the create artwork process.

CREATE A "STANDALONE" ADVERTISEMENT

You have two options for creating and sending your ad to Marketforce exPress:

Create Artwork	Allows you to create an advert using pre-built customised templates.
Create Order	Allows you to submit an advertising order form. Use this option if you: <ul style="list-style-type: none"> 11. Want to submit a lineage ad. 12. Have already created your own material and will attach it to the advertising order. 13. Have an advert that is not going in one of the pre-built template styles.

Creating your own Artwork

1. From the Welcome Screen, click on the **Create Artwork** button.

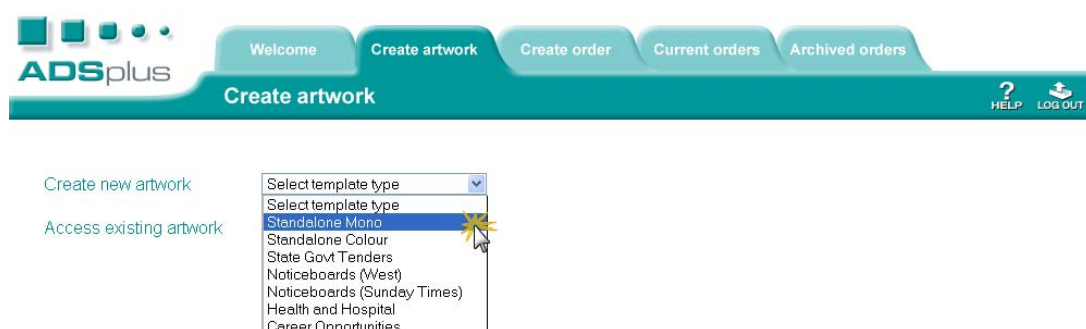
NOTE: If you have an advert that is not going in one of the pre-built template styles, you will need to choose the **Create order** button from the ADSplus Welcome page to have Marketforce exPress make the ad for you.

2. You will then be taken to the ADSplus Create Artwork page.

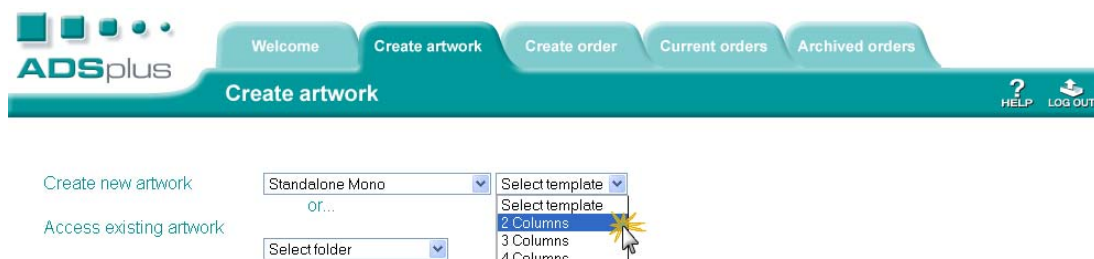
This page consists of the following options:

Create new artwork	Contains all of the pre-built templates that have been created to meet your organisations requirements.
Access existing artwork	Folders that contain artwork (adverts) that you have already created. Artwork is created from templates. Select this option if you would like to continue working on / submit order for artwork you have already started.


3. New artwork is created from templates, so to create new artwork you will now need to select the **template type** you wish to use.



4. In the next drop down menu, you will then be given a choice of templates to choose from.



5. Once you have selected a **template**, a preview of that template will appear on your screen. At this stage, if can easily change your selection from the drop down menus until you are happy with the template type you have selected.




Welcome |
 Create artwork |
 Create order |
 Current orders |
 Archived orders

[!\[\]\(76797197189e9ae8ef1a654352b4eac4_img.jpg\) HELP](#) |
 [!\[\]\(73db7566b2c84a73d9014101bf098e56_img.jpg\) LOG OUT](#)

Create new artwork


Standalone Mono
2 Columns
Create in



Access existing artwork

Select folder

6. Once you are happy with your selection, select a **folder** to create your artwork in and then click the **Next** button.


ADSplus

[Welcome](#)
[Create artwork](#)
[Create order](#)
[Current orders](#)
[Archived orders](#)

[? HELP](#)
[📁 LOG OUT](#)

Create artwork

Create new artwork


Standalone Mono

2 Columns

Create in

Create in

wa.govt (Private Folder)



Access existing artwork

Select folder

or...

7. You will then be taken to the screen where you can edit your artwork.

For help editing your artwork, please [click here](#)

Document Name: **wa.gov on 12-12-10 at 16-57-43** 7cm x 10cm (HxW) **Important!** Always rename your document from the default. We suggest using the Advertisement Title and perhaps an applicable reference number.

Department Prefix (Max. 80 characters): Department of

Department Name (Max. 80 characters): Insert Department Name Here

Title (Max. 50 characters): Advertisement Title

Sub Heading (Max. 80 characters): Subheading Text

Description (Max. 950 characters): Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas egetas sem ut sapien. Nulla consectetur turpis eget nisl. Nunc interdum, quam eu mattis ullamcorper, purus enim condimentum orci, nec fermentum elit lectus id sem. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nullam nec nunc sed nunc dignissim tincidunt. Pellentesque orci augue, imperdiet sed, pharetra nec, pretium quis, metus. Ut nisl magna, eleifend ut, mattis quis, sagittis ac, felis. Fusce consectetur, arcu non consectetur porta, lectus ligula dapibus tortor, vitae semper justo purus at neque. Cras aliquet arcu ac pede. Sed congue wisi ut lectus malesuada blandit. Nullam euismod. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas egetas sem ut sapien. Nulla consectetur turpis eget nisl.

Closing Date (Max. 100 characters): Closing Date: Day, Date Month Year at Time

VIEW PDF **CHANGE SIZE** **UPDATE** **NEXT**

Use the **VIEW PDF** button to generate a low resolution PDF of your advertisement.

Use the **UPDATE** button to refresh the preview of your advertisement

Key in or copy and paste your text from another document into the text editor. **Note: This template is Locked Down to a 10cm deep x 2 column. Size restrictions apply.**

Preview of your advertisement so far.

8. Once you have made all of your necessary text changes and are happy with your preview, click Next.


[Welcome](#)
[Create artwork](#)
[Create order](#)
[Current orders](#)
[Archived orders](#)

Create artwork

[? HELP](#) [LOG OUT](#)

Manage your artwork. Select an action

[MODIFY ARTWORK](#)
[DELETE ARTWORK](#)
[CREATE ANOTHER VERSION](#)
[CREATE ORDER](#)
[ADD TO EXISTING ORDER](#)
[VIEW ORDER](#)
[BACK TO CREATE ARTWORK](#)


Modify Artwork	If you notice something you wish to change, use this to go back to the previous editing screen.
Delete Artwork	If you no longer require the artwork at all, it can be deleted from the system.
Create Another Version	To copy all of the information you have inserted into another template, for example, a mono one.
Create Order	To proceed to the submitting an order form for the artwork you have created.
Add to Existing Order	If you have previously submitted an order form, without any artwork attached, you can now add your artwork to a pre-existing order.
View Order	To be taken to a list of your orders.
Back to Create Artwork	To return to the beginning of the create artwork process.

USING THE ADVERTISING ORDER FORM

1. An advertising order form can be created by one of the following methods:
 - Clicking on the Create Order button after building your ad.
 - From the Welcome page by clicking on the Create order button.
2. A new Advertising Order form will now appear (refer to diagram on next page).

ADSplus Welcome Create artwork **Create order** Current orders Archived orders ? HELP LOG OUT

Order details Media Placement Contact & Billing Confirm Order

Active Client: DEPARTMENT OF FISHERIES (FISH)

VIEW ARTWORK

Document Name: Branch Manager

Caption/Title: Branch Manager

(This will appear on your invoice, and should include the main heading of your ad)

Advertising Instructions:

- ☒ Artwork created in ADSplus
- ☐ exPress to create Artwork
- ☐ Booking Only - Finished Artwork Attached
- ☐ Booking Only - Artwork sent Direct to Media
- ☐ Booking Only - Artwork from 3rd Party
- ☐ Lineage
- ☐ Lineage - With Logo
- ☐ Internet Placement
- ☐ Other (please specify below)

If Other - please specify:

Attachments: (max size 10mb)

Browse... Browse... Browse...

SAVE AS DRAFT **NEXT**

If you have created your own artwork, it will automatically attach itself to the order form.

Your advertisement Caption/Title will appear on your invoice.

If you have not created your own artwork, attach the text as a word document, along with any necessary images or logos you would like to include.

3. Once you have completed the first page of the order form, click Next.

- You will then be asked to enter your media requests for the order. To add a new insertion, click **Add Insertion** and use the drop down menus to select the Media (publication) and Section you would like to advertisement to appear in. You will also need to enter the date in dd/mm/yyyy format.

Active Client: DEPARTMENT OF FISHERIES (FISH)

ADD INSERTION

Media	Section	Date (dd/mm/yyyy)	Size (cm x co)	Colour/Mono

SAVE AS DRAFT

BACK NEXT

ADSplus - Mozilla Firefox

Media Entry:

☒ Select publication and section

☐ Enter unlisted section

☐ Enter unlisted publication

State: Western Australia

Media: West Australian

Section: Public Notices Sat

Insertion Date: (dd/mm/yyyy)

Dimensions: cm x columns

OR

Colour:

OK CANCEL

- If you cannot find a media or section in the drop down menus, click on **Enter unlisted section/publication** which will allow you to type in the desired media or section
- You can keep adding insertions as many times as you like until you have a complete list of media that you require your advertisement to be advertised in.
- When you have finished adding media, click **Next**.
- The third part of your order form is for **Contact & Billing** information. This information should appear by default. If it does not, please contact your Advertising Co-ordinator. Alternatively, you can manually enter the information.

ADSplus Welcome Create artwork **Create order** Current orders Archived orders

Order details Media Placement **Contact & Billing** Confirm Order

Client: DEPARTMENT OF FISHERIES (FISH)
 Section: Human Resources
 Contact Name: Helen Jennings
 Phone: 08 9216 2014
 Fax:
 Email: adsplus@marketforce.com.au
 P/O No: 12345
 Comments:
☒ Require Cost Estimate with first proof

SAVE AS DRAFT BACK NEXT

9. Click Next.

10. The final stage of the order form is to confirm your details. You can use the Back button to return to a previous screen or the Save as Draft button to save all of your work so far as a draft. It will not be submitted to your co-ordinator at Marketforce exPress until you re-enter the system and submit the order.

ADSplus Welcome Create artwork **Create order** Current orders Archived orders

Order details Media Placement Contact & Billing **Confirm Order**

Your Details:
 Client: DEPARTMENT OF FISHERIES (FISH)
 Section: Human Resources
 Contact Name: Helen Jennings
 Phone: 08 9216 2014
 Fax:
 Email: adsplus@marketforce.com.au
 Purchase Order No: 12345
 Cost Estimate Requested: Yes
 Comments:
Billing Details:
 As Above
Order Details:
 Caption/Title: Branch Manager
 Placement Details: Artwork created in ADSplus
 Document Name: Branch Manager
 VIEW ARTWORK

Media	Section	Date	Size (cm x col)	Colour
West Australian	Public Notices Sat	29/12/2012	10 x 2	Mono

SAVE AS DRAFT BACK CONFIRM & SEND

11. If you are ready to submit your order, click Confirm & Send.



Thank you...

Thank you for placing your advertising order.

Your Order Reference is: C55813.

This reference can be used to track your order throughout ADSplus, or when speaking to your Account Co-ordinator.

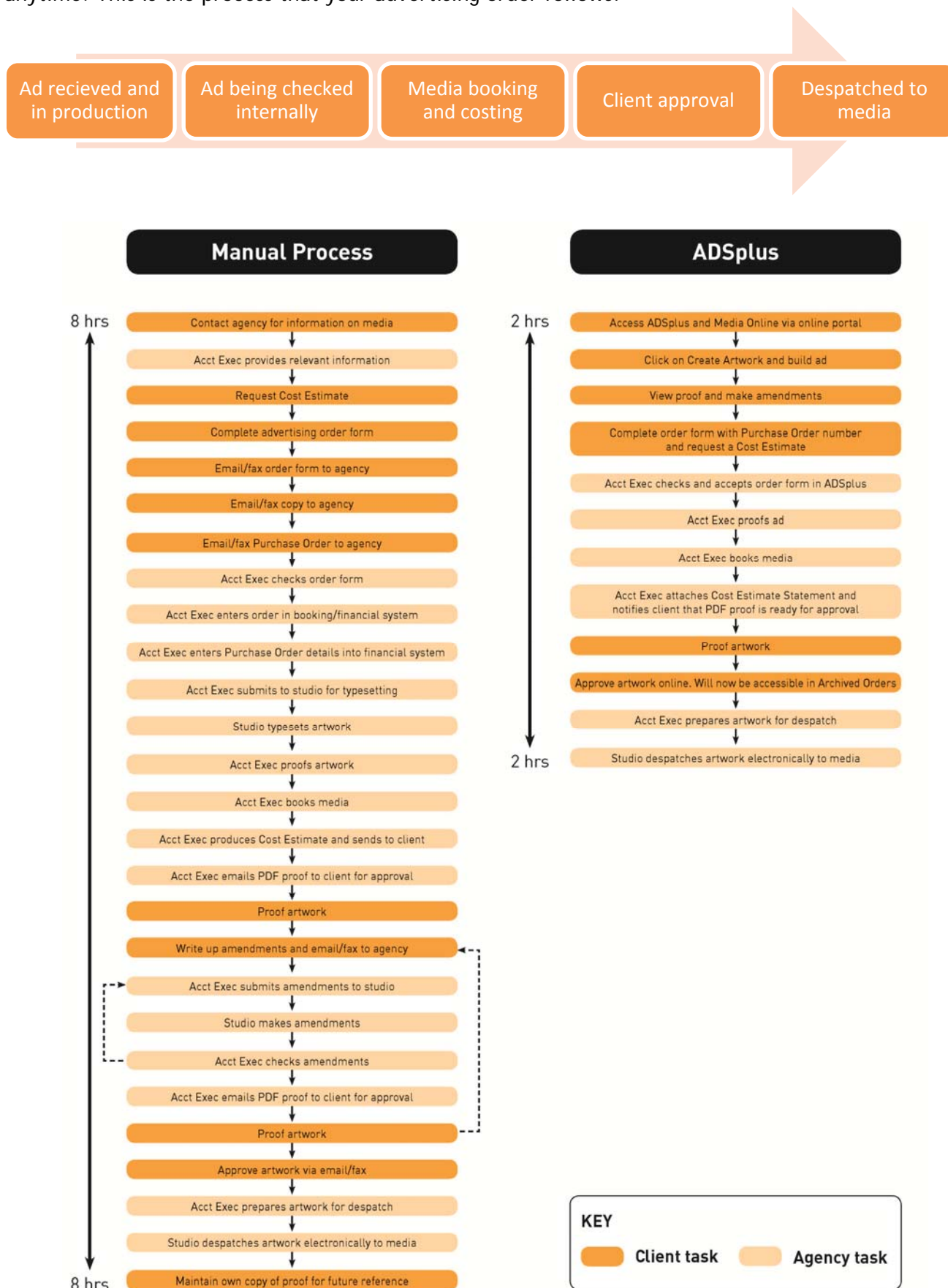
[CREATE ANOTHER ORDER](#)

Your unique advertising reference number. This reference will be listed on your invoice, and can be used as quick identification should you have any queries regarding your order.



WHAT HAPPENS TO MY ADVERTISING ORDER NOW?

After you have submitted your advertising order, you can track what stage of production it is in at anytime. This is the process that your advertising order follows:



From the ADSplus Welcome page, click on **Current Order** to see a quick status of which stage of the production process all of your ads are.

Click on the Reference Number to view order details. Click on "Next" to view more orders.

Client	Status	Ref No.	Caption/Title	Created	Contact
DEPARTMENT OF FISHERIES (FISH)					
Pending Receipt					
		C55813	Branch Manager	12/11/2012 12:42 PM	Helen Jennings
Accepted					
		C55068	Fisheries Officer	11/13/2012 10:18 AM	Helen Jennings
		C55068	Program Manager	11/13/2012 10:34 AM	Helen Jennings
		C55068	Snr Fisheries Officer	11/13/2012 10:34 AM	Helen Jennings
Pending Approval					
		C55065	Pink Snapper Fishing	11/13/2012 09:49 AM	Helen Jennings
Pending Alterations					
		C55069	Abalone Season Now Open	11/13/2012 10:21 AM	Helen Jennings
		C55069	Abalone Season	11/13/2012 10:32 AM	Helen Jennings
Completed (Awaiting Publication)					
		C55070	Executive Officer	11/13/2012 10:23 AM	Helen Jennings
		C55070	Senior Maintenance Officer	11/13/2012 10:32 AM	Helen Jennings
		C55070	Fishing Licenses	11/13/2012 10:32 AM	Helen Jennings

[BACK](#) [NEXT](#)

Approving Your Advertisement

When your advertisement is ready for you to approve, you will get a notification email and the status of the advertising order form will change to **Pending Approval**. To approve your PDF proof:

1. Open the advertising order form, either from the notification email link or from the Current Orders page.
2. Scroll down to bottom of order form.
3. Click on the **View Proofs** button to check the final PDF.

Order Details

Reference No: C55065
 Order Status: Pending Approval
 Caption/Title: Pink Snapper Fishing

Your Details:

Client:	DEPARTMENT OF FISHERIES (FISH)
Section:	Corporate
Contact Name:	Helen Jennings
Phone:	08 9216 2014
Fax:	08 9216 2000
Email:	adsplus@adsplus.com.au
Purchase Order No:	12345
Cost Estimate Requested:	Require Cost Estimate with first proof
Comments:	

Billing Details:
 As Above

Artwork Details:

Caption/Title:	Pink Snapper Fishing
Document Name:	Pink Snapper Fishing
Placement Details:	State Government Tenders

Media Placement:

Media	Section	Date	Size (cm x col)
West Australian	Public Notices M-F	28/11/2012	10 x 2

[VIEW PROOFS](#)

4. The PDF proof will open in Adobe Acrobat Reader for you. If you don't have Adobe Acrobat Reader, it can be downloaded free of charge from:
<http://www.adobe.com/products/acrobat/readstep2.html>
5. After you have viewed your PDF proof, you can either approve it or make alterations. To approve the advertisement, click on the **Approve Order** button.

Alterations :

[BACK TO ORDER DETAILS](#)

[APPROVE ORDER](#)

[CANCEL ORDER](#)

[EDIT ORDER](#)

6. To submit alterations, click on the **Edit Order** button.
7. Type your alterations in the box and then Submit Changes.

The screenshot shows the ADSplus 'Current orders' page. At the top, there's a navigation bar with tabs: Welcome, Create artwork, Create order, Current orders (selected), and Archived orders. Below the navigation bar, there's a 'View Proofs' section. Under 'View Proofs', the following details are listed:

Reference No:	C55065
Order Status:	Pending Approval
Caption/Title:	Pink Snapper Fishing

Below the details, there's a table with four columns: Media, Section, Date, and Size (cm x col).

Media	Section	Date	Size (cm x col)
West Australian	Public Notices M-F	28/11/2012	10 x 2

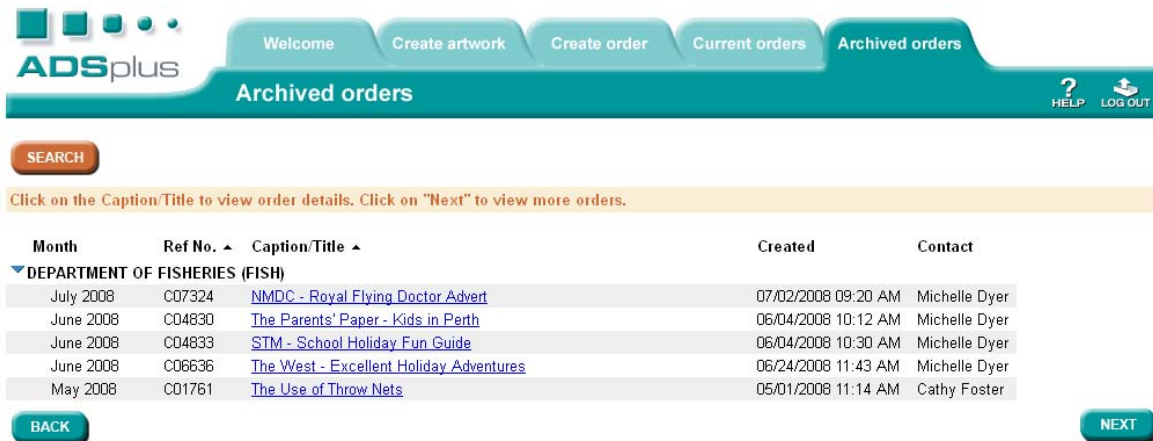
Below the table, there's a 'Your Original Artwork' section with a 'VIEW ARTWORK' button. At the bottom, there's an 'Alterations :' section with a text box containing the placeholder text 'Key in your instructions for alteration here.' and a 'SUBMIT CHANGES' button.

If you submit changes the status of your order will change to "Pending Alterations" until your changes have been made. Once the proof is sent back to you again with requested changes made, it will appear under "Pending Approval" once again.

ARCHIVED ADS

Viewing and Searching your Advertisements

You are able to search and view all of your previous ads as well as re-run them, by using the **Archived orders** feature. To do this, simply click on the **Archived order** button from the home page.

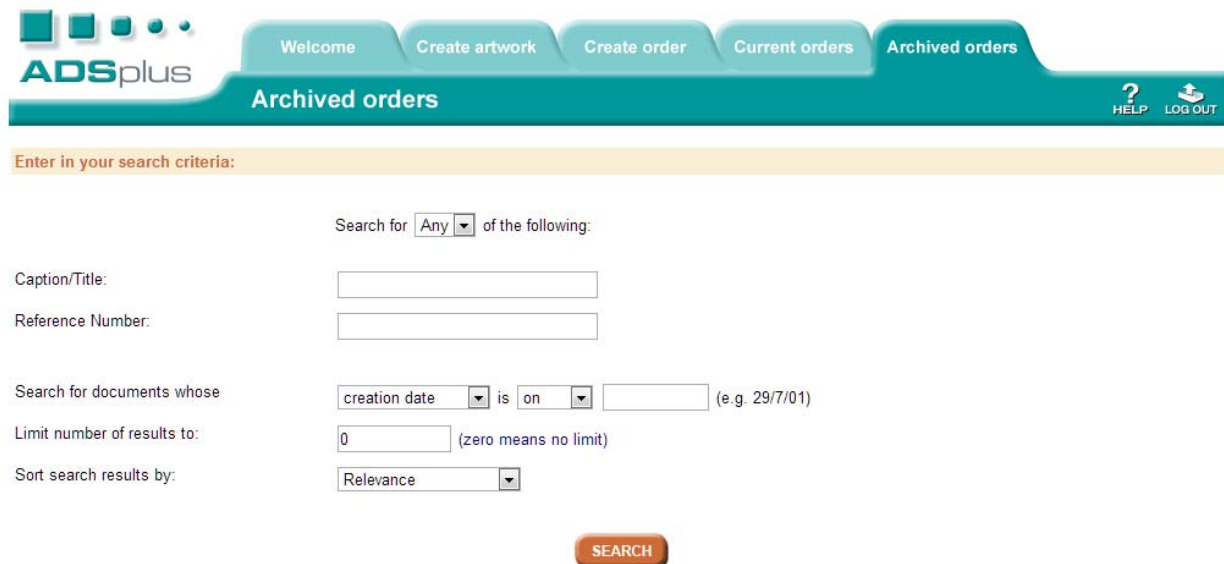


The screenshot shows the ADSplus interface with the 'Archived orders' tab selected. A 'SEARCH' button is visible at the top left. Below it, a message states: 'Click on the Caption/Title to view order details. Click on "Next" to view more orders.' A table lists the following orders:

Month	Ref No. ▲	Caption/Title ▲	Created	Contact
▼ DEPARTMENT OF FISHERIES (FISH)				
July 2008	C07324	NMDC - Royal Flying Doctor Advert	07/02/2008 09:20 AM	Michelle Dyer
June 2008	C04830	The Parents' Paper - Kids in Perth	06/04/2008 10:12 AM	Michelle Dyer
June 2008	C04833	STM - School Holiday Fun Guide	06/04/2008 10:30 AM	Michelle Dyer
June 2008	C06636	The West - Excellent Holiday Adventures	06/24/2008 11:43 AM	Michelle Dyer
May 2008	C01761	The Use of Throw Nets	05/01/2008 11:14 AM	Cathy Foster

'BACK' and 'NEXT' buttons are located at the bottom of the table.

This will now show you all of your previous ads. Ads are archived one day after the insertion date. You can search the Ad Archive by clicking on the **Search** button.



The screenshot shows the ADSplus interface with the 'Archived orders' tab selected. Below the navigation bar, a search form is displayed with the following fields and options:

- Search for: Any ▼ of the following:
- Caption/Title:
- Reference Number:
- Search for documents whose: creation date ▼ is on ▼ (e.g. 29/7/01)
- Limit number of results to: 0 (zero means no limit)
- Sort search results by: Relevance ▼

A 'SEARCH' button is located at the bottom right of the form.

You do not have to fill in all of the search criteria boxes, just fill in the details you know. Click on the **Search** button to see your search results.

Your search results will be displayed. If you aren't successful with your initial search, try using less specific criteria and perform the search again.

Re-running an Archived Advertisement

1. To re-run an archived ad, open the order you would like to re-run and click on the **View Proofs** button.
2. Click the **Re-run** button.

ADSplus Welcome Create artwork Create order Current orders **Archived orders** ? HELP LOG OUT

View Proofs

Reference No: C00443
 Order Status: ARCHIVED
 Caption/Title: Media Director (Ref: CHR5489)

Media	Section	Date	Size (cm x col)
West Australian	Early General News	22/04/2008	12 x 3
West Australian	Early General News	30/04/2008	12 x 3
Sunday Times	Early General News	27/04/2008	12 x 3

Your Original Artwork

VIEW ARTWORK

Alterations :

BACK TO ORDER DETAILS **RE-RUN** **EDIT ORDER**

This will then create a new ad using the details from your archived ad. You will need to fill in the new **Advertising Details** to let us know what publications you would like to advertise in. If it is a Display ad, the PDF from the previous ad will be attached for you.

After you have finished filling in the required details, click on the **Submit** button and you're advertising order will be submitted to your Account Co-ordinator.

NEED HELP?

If you need help with using ADSplus, our friendly Account Co-ordinators are always available to offer assistance. Alternatively, online help is available by clicking on the **Help** button which can be accessed from any screen within ADSplus.

